


PROCEDURE

Subject	Certification Page 1 of 1	Number: 2.09.01
Source	Academic Quality & Success	Reference (Rule #) 6HX14-2.09
President's Approval/Date: 7-1-09		

I. PURPOSE

To establish a certification process for faculty members as a prerequisite to final approval for employment

II. PROCEDURE

All faculty members must satisfy minimum certification requirements as specified by the State College of Florida, Manatee - Sarasota publication, *Credit Faculty Credential Review – Procedural Guidelines* which contain the *Guidelines for Assessment of Faculty Credentials*. The Department Chair will complete the *Faculty Certification Form* and submit it to the appropriate Dean for approval who will then submit it to the Vice President of Academic Quality & Success. Subsequent to approval by the Vice President of Academic Quality & Success, the *Faculty Certification Form* is submitted to the Office of Human Resources for placement in the faculty member's personnel file. The *Personnel Certification Banner Input Form* is submitted to the Vice President of Academic Quality & Success in order to produce the *Roster of Instructional Staff*.